

Cell Phone Stipend Agreement

Employee Name: _____ Stipend Start Date*: _____
Job Title: _____ Monthly Stipend Amount Requested: _____
Dept Name: _____ Division: _____ Account: _____
Personal Cell Phone #: _____ Cellular Carrier: _____
Do you have a City issued cell phone? Yes No City Cell Phone #: _____
If approved for a stipend, which Cell # will you now use for City business? _____

Check item(s) being requested		
Basic cell phone	Smart phone	Hot spot
\$30	\$60	\$20

**** Stipend payment will begin with the next payroll period and paid on a bi-weekly basis.***

Policy Summary

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to compensate for business-related costs incurred when using their individually-owned cell phones. Business necessity must be established in accordance with cell phone eligibility requirements as listed on page 2 and approved by the Department Director. The stipend will be considered a **taxable** fringe benefit to the employee.

Employee Responsibilities

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cell phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, calling areas, service features, termination clauses, and paying all charges associated with the cellular service and device.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover, and ensure the carrier selected has service in required usage areas, such as within Walker County and at home as required by the department.
- Maintain an active service contract for the duration of the stipend. **Month to month contracts do not qualify.**
- Acknowledge that supervisors and/or administrators may periodically request that the employee provide a copy of the phone bill in order to verify that he/she has an active service contract.
- Supervisors and IT staff must be promptly notified for number changes and lost or stolen cell phones. In some instances, lost or stolen devices will need to be wiped to protect the confidentiality of City data. Any associated costs for replacement will be the responsibility of the employee.
- Allow a mobile device management app to be installed on the smartphone such as iPhone or Android. This will allow the device to be wiped in instances where the phone is lost or stolen.
- Comply with the City's electronic communication systems policy.
- Acknowledge that cell phone records may be subject to the Public Information Act. City business-related information generated on, processed by, or stored on a cell phone is considered as public information and may be subject to requests made by members of the public. In addition, business-related information must be maintained in accordance with the City's record retention schedule. Personal information that is not City business-related is not subject to the Public Information Act.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy. I further certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes.

Employee Signature

Date

Department Head Signature

Date

Send completed form to HR for processing

Cell Phone Eligibility Requirements

To qualify for a **basic cell phone**, the employee's position must meet one of the following criteria:

- The employee must be available to the City at all times for work-related emergencies.
- The employee works regularly in the field and must be immediately accessible.
- The employee supervises or manages personnel or resources.
- The employee requires accessibility and frequent interaction with City Management and/or the public.

To qualify for a **smart phone**, the employee must qualify for a basic cell phone and the following criteria:

- Employee receives emails of a time-sensitive nature in the performance of their job responsibilities requiring constant connectivity and immediate response.
- Requires utilization of a smart phone as a tool for conducting work outside the office and such work is considered timely and critical to departmental operations or communications.

To qualify for the **hot spot** feature, the employee must meet the qualifications for a smart phone and the following criteria:

- Requires constant access to data sources, network resources and/or other systems to conduct official government business when routinely out of the office (e.g. telecommuting, attending meetings, on-call, traveling, etc.).
- Provide technical assistance to customers and be immediately available to respond to requests.
- Engage in extended communications and/or monitor projects to support mission-related activities beyond the standard work day/work place.
- Requires a back-up communication resource to use in the event of network disruptions that could negatively impact operations.
- Requires access to vital and frequently automated information when there are no other immediate means to do so.